WHAT IS SNAP+?

SNAP+ builds on the success of SNAP. We've been working non-stop to improve upon the existing SNAP; adding new features, enhancing usability and improving performance. Several new features have been added which will greatly improve the SNAP+ experience. Like its predecessor, SNAP+ is a web-based system that enables exporters and authorized third parties to submit exports, re-exports, commodity classification requests and Agriculture License Exception Notices (AGRs) directly to the Bureau of Industry and Security (BIS) via the Internet in a secure environment.

In it's first release, SNAP+ will also allow industry to re-use supporting documents, re-use parties (purchaser, intermediate consignee, ultimate consignee and end-user), as well as, export items previously submitted to BIS.

SNAP+ CONCEPTS

Work Items include Exports, Re-exports, Commodity Classifications, and Agriculture License Exception Notices (AGR).

Parties include Applicant, Authorized Third Party, Purchaser, Ultimate Consignee, Intermediate Consignee, Original Ultimate Consignee and End-User.

Export Items are synonymous with Blocks 22a through 22j on the BIS-748P.

NEW FEATURES

- Online-automated registration process
- Submit documentation in PDF format
- Supporting documentation available online to USG referral agencies including DoD, DoS, CIA, etc.
- Re-use parties, export items and supporting documents from previous submissions
- Work items no longer unique to a specific user
- Respond "online" to questions from BIS licensing officers
- Help Desk support

USER ROLES

Viewer – Permitted to view work items but cannot create, modify or certify.

Stager – Creates new work items and also has modify privileges but cannot certify.

Certifier – Certifies that the work item is valid and submits to BIS. A certifier can also be a viewer and stager.

Organization Administrator – Adds subsidiaries or clients, manages users (add, update) and maintains organization information.

SUPPORTING DOCUMENTATION REQUIREMENTS

All supporting documentation must be in PDF format prior to association to a BIS work item or export item. Documentation can also be associated with a domestic and/or foreign party (i.e. purchaser, end-user, etc.) to the transaction.

INFO FOR "CURRENT SNAP USERS"

Your organization does not need to register to use SNAP+. Companies currently using SNAP will automatically be transitioned to SNAP+ incrementally hence the exact date at which an organization will transition will vary.

BIS will designate a temporary system administrator for the company. The temporary administrator can then designate a permanent administrator or assume that role themselves.

NOTE: Your current SNAP Applicant ID and PIN combination will not work with SNAP+. Every SNAP+ user must have a UserID and password to access SNAP+.

INFO FOR "NON-SNAP USERS"

You can go to the BIS Website and select the Electronic Submissions link and complete either the Electronic Submission Letter or the SNAP – Third Party Submissions Letter if you are a third-party submitter. If you prefer, your organization can register after SNAP+ is in production.

SNAP

WHAT IS SNAP?

The Simplified Network Application Process (SNAP) allows exporters to submit their exports, re-exports, commodity classification requests and Agriculture License Exception Notices (AGRs) to BIS via the Internet in a secure environment. SNAP has been operational since 1999. There are currently over 7,700 registered SNAP users representing over 3,900 companies.

SNAP FEATURES

- Submit export and re-export applications, and commodity classification requests via the Internet in a secure environment
- Receive same day acknowledgment of your submission
- Obtain online validations (e.g. electronic facsimile of export license) from BIS

SYSTEM REQUIREMENTS

- Internet Access
- Browser with 128-bit encryption required for secure transmissions

SNAP utilizes Secure Sockets Layer (SSL) technology to provide encryption, authentication and controlled access. SNAP works best with MS Internet Explorer 5.0 or higher or Netscape 5.0 or higher. Most browsers use 40-bit encryption; however, 128-bit browsers provide significantly greater security and encryption features. We recommend 128-bit versions of these browsers. Please consult your system administrator before upgrading your browser.

SUPPORTING DOCUMENTATION

You should continue to mail, fax or courier documentation to support your electronic submission. The ACN should be on each page of the documentation. Submissions are electronically forwarded several times a day to a licensing officer who will begin the analysis of the end-use and end-user. As soon as the support documentation arrives, it is matched with the license application.

> **SNAP is provided at no cost to the exporting community.**

SNAP ACCESS

If you have not submitted to BIS electronically in the past, you will need to obtain a "PIN Request" package. Detailed procedures for obtaining and using a PIN are set forth in Section 748.7 of the Export Administration Regulations (EAR). Original signatures on the Company Certification Letter are required as stated in the EAR. **This certification cannot be faxed or emailed to BIS.**

If you have submitted electronically to BIS in the past and already have an Applicant ID and PIN, you must update your account information by faxing your name, phone number, and complete company name and address to BIS (Attn: Lenora Baylor). BIS's Fax numbers are 202-482-1733, 202-219-9179 or 202-219-9182. You will not automatically have access to SNAP without first updating your account.

> **Exporters can save 5 to 7 days by submitting their exports, commodity classification requests and other submissions to BIS via SNAP. Submissions are generally accessible by BIS licensing officers within several hours of being certified and submitted by exporters and third-parties.**

WHAT TO DO

If you are interested in SNAP, remember to submit your "**Company Certification Letter**" or "**Third Party Certification Letter**" or update your Applicant ID and PIN today! Don't be left out of this exciting opportunity brought to you by the Bureau of Industry and Security. It's a SNAP and we want you to be part of it!

LINKS

SNAP PIN Request Package:
www.bis.doc.gov/snap/pinsnaps.htm

SNAP on the BIS Website:
www.bis.doc.gov/snap/index.htm

SNAP Homepage: http://snap.bis.doc.gov

BIS Website: www.bis.doc.gov